

**ARGONNE NATIONAL LABORATORY**

9700 South Cass Avenue, Argonne, Illinois 60439-4841

**INTRA-LABORATORY MEMO**

DATE: January 1, 2005

SUBJECT: **GENERIC SECURITY PLAN FOR \*NON-SENSITIVE\* FOREIGN VISITS & ASSIGNMENTS**

This memo and the accompanying generic security plan are intended to assist those hosting foreign visitors in protecting information not intended for release to the visitor. The Generic Security Plan ensures compliance with DOE O142.3, Unclassified Foreign Visits and Assignments.

The ANL employee hosting foreign national visitors is responsible for coordinating the visit with the manager of the facility being visited. In addition, they shall ensure that the instructions contained in the following security plan are adhered to.

**\*Non-Sensitive Visit/Assignment\***

This is a visit or assignment where:

- 1) The foreign national is from a non-sensitive country,
- 2) No access to security areas is required, and
- 3) No access to classified or sensitive unclassified information or technology is required.

**Argonne National Laboratory - East**  
**Generic Security Plan for Hosting \*Non-Sensitive\* Foreign National**  
**Visits/Assignments**

The following Security constraints are provided for ANL employees hosting Non-Sensitive country foreign national visitors:

- Ensure that all required documentation (ANL-E Form 593, Site Visitor Pass) and approvals are in place prior to allowing the visit.
- ***Do not allow access to computers without prior approval. If possible, leave computers turned off and ensure that they are password protected.***

If the visitor requires computer access the computer (accounts) provided will:

- Implement file access controls to prevent users from maliciously accessing other user files or are non-shared computers;
- Provide only non-sensitive applications for general use.

These characteristics and other security measures are completely documented in divisional risk assessments and access control procedures, which are maintained by divisional Cyber Security Program Representatives.

- Do not discuss or allow access to classified or sensitive unclassified information
- Report any suspicious or out of the ordinary actions or questions that are not within the scope or intent of the visit to ANL-E Security and ANL-E Counterintelligence Office.
- Do not allow unescorted access to Laboratory or U.S. Government facilities that may contain information not intended for release to the visitor.
- Provide detailed host reports to Counterintelligence personnel as required or necessary due to circumstances.
- Ensure that other employees/area occupants are aware that a foreign national will be in the area so as to prevent sensitive, classified, and technical discussion, and to ensure that access to same is denied.
- Follow the appropriate procedures for the release of any information to the visitor
- Hosts of the visit must review the Host Briefing Package and acknowledge their understanding of it by signing the acknowledgment sheet and maintaining a copy of their Division Office.

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